

(D) (1)  
(b) (3)  
(S)

~~SECRET~~  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>				<b>GENERAL</b>	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Barnard Edward T.		10/10/10	M	GS-14	OC
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
I.O. Contact		OO/CD New York F.O.			
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	TEMPORARY
		INITIAL		REASSIGNMENT SUPERVISOR	
		<input checked="" type="checkbox"/> ANNUAL		REASSIGNMENT EMPLOYEE	
		SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From- to-)			
May 1964		1 April 1963 - 31 March 1964			
<b>SECTION B</b>					
<b>PERFORMANCE EVALUATION</b>					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1				RATING LETTER	
[ ] represents and acts on behalf of Chief, New York Office [ ]				S	
SPECIFIC DUTY NO. 2				RATING LETTER	
Establishes and maintains domestic contact with organizations and individuals to collect intelligence information, provide intelligence and operational support.				S	
SPECIFIC DUTY NO. 3				RATING LETTER	
Briefs, debriefs, and generally exploits for information US domestic sources in response to specific requests or spontaneously.				O	
SPECIFIC DUTY NO. 4				RATING LETTER	
Prepares intelligence information reports, memoranda, and communications supporting his operations.				O	
SPECIFIC DUTY NO. 5				RATING LETTER	
Takes action on cases requiring intelligence or operational support for other elements of the Agency.				S	
SPECIFIC DUTY NO. 6				RATING LETTER	
[ ]				S	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
5 JUN 1964					S

~~SECRET~~

(When Filled In)

SECTION C

NARRATIVE COMMENTS

OFFICE OF PERSONNEL

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

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An outstanding trait in this individual's overall performance is his interest in and enthusiasm for all aspects of his duties in his current assignment, for which his many years of experience in the domestic field equip him admirably. He requires practically no supervision, and one has complete confidence that any specific assignment will be handled by him in a highly professional manner. He is particularly proficient in exploiting sources for both positive and operational information, the results of which are expertly presented because of his outstanding writing ability. He is markedly alert to the security aspects of all of his activities. His personality and sense of humor make him an excellent colleague to work with.

Probably because of his interest in conducting operations himself, this individual has shown no particular interest in assuming supervisory responsibilities. There is no reason to believe he would not be a completely proficient supervisor. In his present position he has always shown an awareness of the importance of cost consciousness and of the need for economy.

This individual is excellently suited to the domestic collection and support program. For personal family reasons he would prefer to remain - at least for the immediate future - in his current assignment. A brief course in the principles of clandestine tradecraft is recommended for training.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

26 May 1964

SIGNATURE OF EMPLOYEE

*E. Swanson*

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

80

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

25 May 1964

OFFICIAL TITLE OF SUPERVISOR

Chief, New York Office

SIGNATURE

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur. He is currently taking a brief course in the principles of clandestine tradecraft.

DATE

2 June 1964

OFFICIAL TITLE OF REVIEWING OFFICIAL

Acting Chief, Contact Division

SIGNATURE

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